

<p style="text-align: center;">Department of Administrative Services Division of Fleet Operations Policies and Procedures</p>	<p>Effective Date: 02/26/2003 Revision Date: 00/00/00</p>
<p>Subject: New/Replacement Vehicle Distribution</p>	

This policy applies to all full service and capital lease vehicles from the Division of Fleet Operations.

A. Purpose

- 1) To establish guidelines for Operations personnel assigning leased vehicles and sending notification to departments for vehicle pick up. Also, to establish penalty guidelines that apply to agencies when vehicles are not picked up in a timely way. See Administrative Rule \$27-4-4 (5).

B. Policy

- 1) When a vehicle is determined by Operations as ready to be picked up, an email notification will be sent to the designated department contact. The information in the email will include instructions about how, when, and where the vehicle should be returned and the date the new vehicle is available to be picked up. The only exception to this notification would be vehicles to be turned in that are in an already replaced status (AR) or expansion vehicles.
- 2) The standard time period that DFO has set for pick-up of a vehicle is one week (5 working days). If an Agency does not pick up the vehicle within the one week time period specified in the email notification, DFO reserves the right to activate the vehicle into the Active Monthly (AM) status, triggering the monthly billing to begin. If agencies cannot pick up the vehicle during the specified 5 working days, it is DFO's expectation that the Operations Manager or his designee be contacted so that a new target date can be set for vehicle pick-up. A case by case evaluation will be made by the Operations Manager as to whether an agency's monthly billing will begin the day after the set deadline or extended based on the reasons provided by the department contact. DFO may also charge a storage fee to the agency until the vehicle is picked up according to the approved rate schedule as specified in R27-4-4(5).

C. Procedures

- 1) The designated DFO employee notifies the department contact that a vehicle is ready to be picked up during the set 5 day time period.
- 2) The department contact or a designated driver is sent to pick-up the vehicle during the specified time period (and return a vehicle if applicable).
- 3) The designated DFO employee activates the vehicle into an AM status in the state's fleet management tracking system within two working days from the date the vehicle was picked up so the leasing Agency can be properly charged for the use and replacement costs of the vehicle as soon as it is picked up. The vehicle turned in should also be taken out of an AM status and updated to an AS status within two working days from the time the vehicle is received by DFO. For agencies needing to transfer equipment from the turn in vehicle to the new vehicle, DFO allows five working days for the turn in vehicle to be dropped off at the designated turn in location.
- 4) DFO accountants will assess a full month's depreciation if a vehicle is activated before the 15th day of the month. If a vehicle is activated on or after the 15th day of the month, DFO accountants will only assess ½ month's depreciation on the vehicle.